



Recourse for revision (reconsideration) Help Guide

1) Introduction

Summary:

This document informs about the actions that any GSPM student needs to know and be able to implement as part of the process to request a recourse for revision (reconsideration) for items on the Final or Supplementary Exam.

It is based on the Student Rules and Regulations, which may be consulted on UCI's website.

2. Procedure

- 1) Every student has the right to review his/her exam once the time frame to complete it is over.
- 2) If, after reviewing the result of an examination, you consider, with proper and sufficient justification, that an exam item was inappropriately formulated or configured, you have the option to request a revision of this item to the facilitator. The request has to be based on reasons and bibliography.
- 3) The student will have two working days, after the exam is closed, to submit the recourse for revision.
- 4) After this time frame is over, the facilitator has three business days to review the requests and decide whether they are accepted or rejected.
- 5) The facilitator will include, in the section to submit the recourse for revision, a comment to each recourse sent, with the explanations of the accepted or rejected requests. He/she will notify the Academic Assistant about any corresponding modification of grades in the campus (if necessary).
- 6) After the grades are modified, the facilitator will send a notification on the News Forum of the course, informing that the recourses of revision have been resolved.
- 7) If an adjustment is done in the item, implying a change in the grades, it will apply for all the students of the cohort.
- 8) Please remember that this procedure has to be taken responsibly. This option doesn't represent an "alternative way" to improve your grade.



3. Where is the recourse for revision section located?

- 1) When the justification of the recourse for revision is subjective, not sufficiently clear, not well substantiated.
- 2) When the recourse for revision is submitted after the deadline: two working days after the exam is closed.
- 3) When any recourse for revision is not submitted through the “Recourse for revision” section.
- 4) When the entire ítem to be revised is not added in the “Recourse for revision” section.

4. Where is the recourse for revision section located?

- 1) Go to: Final Section>Recourse for revision.





- [Final Exam: Part A](#)
- [Final Exam: Part B](#)
- [Supplementary Exam](#)
- [Recourse for Revision](#) ←
- [Quality Evaluation](#)
- [Information About Next Course](#)

2) Click on “add entry”

Recourse for revision

What is a recourse for revision?

A recourse for revision is defined as a request from the student for the review of a particular exam item.

When should I use this option?

If after reviewing the result of an examination, you consider, with proper and sufficient justification, that an exam item was inappropriately formulated or co revision for this item. Please remember that this procedure has to be taken responsibly; this option doesn't represent an alternative way to pass the exam.

*If a recourse for revision is accepted, it will apply for all the students.

You can download the **Recourse for revision Help Guide** by clicking on the following link:

[Recourse for revision Help Guide](#)

View list

View single

Search

Add entry ←



View list View single Search Add entry Export Templates Fields Presets

New entry

Question:

Path: p
HTML format

Justification:

Path: p
HTML format

Student's Name:

Path: p
HTML format

Save and view Save and add another

Copy the entire text of item to be revised (question, answer options, feedback, etc.).

Sufficient and objective justification to explain your recourse for revision.

Use format:
LAST NAME(space)FIRST NAME
Example: HERRERA ANGELA

- 3) You can check your recourses for revision and the facilitator's comments, if you click on "view single".

Recourse for revision

What is a recourse for revision?

A recourse for revision is defined as a request from the student for the review of a particular exam item.

When should I use this option?

If after reviewing the result of an examination, you consider, with proper and sufficient justification, that an exam item was inappropriately formulated or correction is needed for this item. Please remember that this procedure has to be taken responsibly; this option doesn't represent an alternative way to pass the exam.

*If a recourse for revision is accepted, it will apply for all the students.

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View list View single Search Add entry



4. What should a student do if he/she is not in agreement with the resolution of the recourse for revision?

The Student Rules and Regulations document states the following:

*“If no response is produced on behalf of the professor, or the student disagrees with the professor’s resolution, the student may raise, within the next five working days from the date of the professor’s resolution or the date when he or she should have responded, a written appeal, properly reasoned, through the means established by the University, delivering the necessary proofs for his/her position, to the Academic Program Coordinator or the Dean, who will ultimately decide within five working days counted from the day after receiving the appeal or in an additional period of time if so required.
This is the final appeal resource”*